

LIBRARIAN II

PURPOSE AND NATURE OF WORK

Positions in this class are responsible for a specialized library function which involves supervisory work and requires little supervision. Incumbents in this class might be responsible for coordinating programs, selection of special collections, coordinating activities of the reference desk and magazine desk, or cataloging. These positions supervise a small number of professional or paraprofessional employees, and report to a division head or Library Director.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Plans, develops, schedules and coordinates programs for adults and young adults. Schedules tours of the Reference, Adult and Young Adult sections of the library. Visits area schools, other institutions and community organizations to promote library programs. Coordinates the library's volunteer program. Selects adult materials, and provides reference assistance to patrons.

Installs, maintains and troubleshoots reference and informational products in non-book format, including CD-ROMs and online services. Trains library staff and the public in the use of the online catalog, in-house CD-ROM products, and microform reader/printers.

Supervises and schedules the reference information desk and periodicals (magazine assistance) desk. Provides reference assistance to patrons. Selects periodicals for division's collections. Selects adult materials. Resolves problems with interlibrary loans. Fills in as division head in supervisor's absence.

Supervises the cataloging and classification of library materials on a computerized system. Catalogs and classifies monographs, serials and audio-visual materials requiring original cataloging. Trains and supervises support staff on the computerized system. Maintains catalog database and updates as needed.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of library science principles and philosophy of service, procedures and technology.

Knowledge of reference tools and bibliographic sources.

Knowledge of informational databases.

Knowledge of Dewey Decimal classification and Library of Congress subject headings.

Ability to learn the computer database, and to search it effectively.

Ability to analyze and describe computer-related problems.

Ability to maintain professional standards.

Ability to communicate effectively, both orally and in writing.

Ability to maintain effective working relationships with subordinates, colleagues and the public.

DESIRABLE TRAINING AND EXPERIENCE

Master's degree from an ALA-accredited Library and Information Science school and progressively responsible professional library experience; or any equivalent combination of training and experience.